

USAID VACANCY ANNOUNCEMENT # VN13-003

TO: All Mission Employees

FROM: Susan Cheung, Regional Executive Officer

SUBJECT: Vacancy Announcement - Project Management Assistant

DATE: August 2, 2013

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Project Management Assistant

Pos. No. and Grade: FSN 09, C-538

Division/Office: Economic Growth and Environment (EGE) Office

BASIC FUNCTION OF POSITION

Serves primarily as a Program Management Assistant and secondarily as an Activity Manager and/or Agreement/Contracting Officer's Representative (A/COR) for the South America Regional Environment Team of the Office of Economic Growth and Environment. Program management assistant's duties include overall budget planning and tracking, financial management, analysis and preparation of activity implementation documents, management and tracking of SAR-Env results reporting and oversight of activity progress monitoring and evaluation.

MAJOR DUTIES AND RESPONSIBILITIES

A. Program Financial Analysis and Assistance

Provides overall support, as requested, to SAR-Env staff as to how scarce budget resources can be used to meet the needs of all Team members and achieve all results.

Provides guidance and support to SAR-Env staff on: budget/financial management - budget trackers, portfolio- and activity-level financial management, GLAAS requests, activity quarterly accrual reports, activity advances, liquidations, reimbursements, vouchers, cash flow projections and financial reports; annual professional development plans; annual procurement plans and annual obligation schedules.

B. Program Performance Management and Results Reporting

Provides guidance and support SAR-Env staff on and leads the planning and drafting of the SAR operational plan (OP) and Performance Plan & Report (PPR). Provides guidance and support to SAR-Env staff on portfolio-wide and activity-level performance monitoring and management, including results reporting and performance management

plans (PMPs). Serves as the primary liaison between SAR-Env and the Program Office (PDP)

C. Activity Management and alternate A/COR SAR-Env activities as assigned by the SAR-Env Team Leader, including institutional and individual contracts, grants and cooperative agreements.

As Activity Manager and A/COR monitors implementation of the activities daily and assures that procurement, financial transactions and reports are consistent with USAID regulations and the provisions of the Strategic Objective Agreement; including institutional and individual contracts, grants and cooperative agreements; reviews and approves work plans, disbursement and liquidations requests, progress and evaluation reports; and analyzes potential problems and recommends remedial measures as required.

Maintains relationships and interacts directly with U.S. and Peruvian implementing agencies and institutions, collects information from these entities on activities; provides feedback on compliance with agreement provisions; discusses administrative and/or financial problem areas; provides reminders on implementation target dates and advises on problems or omissions in the submission of supporting documentation.

Conducts independent field trips to activity/sub-activity sites and implementing agency field offices to monitor progress in meeting objectives and to resolve issues in program management.

D. Other duties as assigned.

REQUIRED QUALIFICATIONS

Education:

University degree or its equivalent degree in environmental science, administration, economics or closely related field is required.

Prior Work Experience:

Three to five years of progressively responsible experience in the international development field is required. This should include experience in the analysis and presentation of data in both written and oral form in English and Spanish.

Post Entry Training:

Agreement/Contracting Officer's Representative (A/COR) certification. Training in USAID policy, rules and regulations, and in special program areas related to assigned duties when available.

Language Proficiency:

Level 4 (fluent) English and Spanish language proficiency is required.

Knowledge:

Sound knowledge of the USAID programming policies, regulations and methodologies, particularly in the areas of administration,

procurement, financial management, and program and project documentation. Sound knowledge of the concepts, principles, techniques and practices of the field of the environmental or natural resource management, project administration, and/or sustainable development. Knowledge of the objectives and methodology of environmental programming at USAID.

Abilities and Skills:

Ability to interact with USAID officials at all levels and with medium to high level representatives of the host country governments in the Amazon region, the NGO community and the Private Sector.

The incumbent will have strong organization, administration, team player and computer skills.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office, or via fax to 618-1350 or via e-mail limausaidhr@usaid.gov by 4:00 p.m. Friday, August 16, 2013.

Applications received after the closing date will not be accepted.

Prepared by: EXO/HR